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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

May 31, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

26 May 31, 2016

LORI GLASGOW
EXECUTIVE OFFICER

**AUTHORIZE COMMUNITY AND SENIOR SERVICES TO EXTEND THE TERM OF
CONTRACTS WHICH PROVIDE LINKAGES PROGRAM SERVICES OPERATED IN
ACCORDANCE WITH THE MELLO-GRANLUND OLDER CALIFORNIANS ACT
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT:

Community and Senior Services (CSS) seeks delegated authority to accept funds collected by Los Angeles County Superior Court to finance the Linkages Program (which is operated in accordance with the Mello-Granlund Older Californians Act (OCA)); extend the term of the current Linkages Program contracts, which expire on June 30, 2016 for one (1) Fiscal Year (July 1, 2016 – June 30, 2017); and, allocate Fiscal Year (FY) 2016-17 funds to the current Linkages Program contractors while CSS conducts a new procurement for this Program.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the CSS Director, or designee, to accept FY 2016-17 funds in the estimated amount of \$725,000 collected by Los Angeles County Superior Court and any additional funds made available to CSS in order to finance the Linkages Program provided that the CSS Director, or designee, notifies your Board and the CEO of this action in writing within ten (10) working days of accepting the funding. The Linkages Program provides comprehensive care management services, assistance to Clients

transitioning to or from a residential care facility, intake/screening, assessment, monitoring/follow-up, reassessment, comprehensive information on the availability of community resources, and assistance services to Clients for the prevention of premature or inappropriate institutionalization within the boundaries of Los Angeles County.

2. Authorize the CSS Director, or designee, to amend the current Linkages Program contracts, which expire on June 30, 2016, by extending the term of these contracts for one (1) FY (July 1, 2016 – June 30, 2017) and allocating FY 2016-17 funds in the estimated amount of \$725,000 to the current contractors as indicated in Attachment A. Allocations to these contractors are subject to the availability of funding and are contingent upon each contractor's performance in meeting the goals of the Linkages Program, as well as each contractor's adherence to their contract terms.
3. Authorize the CSS Director, or designee, to execute any other amendments, which serve the best interests of the County, during the amendment term as follows: 1) add any new, relevant or updated County and/or State contract terms; and, 2) increase or decrease the contract amounts in response to the availability of funding and based on contractor performance provided that: (a) any increase/decrease does not exceed ten percent (10%) of each contractor's maximum contract sum, and the total allocation does not exceed available funding; (b) CSS obtains County Counsel approval as to form prior to any such amendment; and, (c) the CSS Director, or designee, notifies your Board and the CEO of this action in writing within thirty (30) days after such amendments have been executed. This action would ensure full expenditure of the Linkages Program funds and is consistent with your Board's policy requiring review of contractor performance.
4. Authorize the CSS Director, or designee, to terminate any of these amended contracts pursuant to the termination requirements provided in these contracts. This termination shall be effected by a written notice which shall be approved as to form by County Counsel and confirmation of such termination shall be provided in writing to your Board and the Chief Executive Officer (CEO) within ten (10) days of this action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S):

The recommended actions will allow CSS to conduct a competitive solicitation process to procure contractors for the Linkages Program; provide administrative oversight for the implementation of the Linkages Program Services; and, ensure continuity in providing Linkages Program Services throughout Los Angeles County.

Implementation of Strategic Plan Goals:

The recommended actions support the following Countywide Strategic Plan Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and, 3) Integrated Services Delivery.

FISCAL IMPACT/FINANCING:

The estimated FY 2016-17 funding for the Linkages Program is \$725,000. These funds are generated from disabled parking violation fees which include parking penalties, fines and/or forfeitures that are collected by Superior Court. As such, there is no impact on the County General Fund. These funds are included in CSS' recommended FY 2016-17 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

CSS receives these funds to administer/operate the Linkages Program. CSS procures contractors to provide these Services throughout Los Angeles County (see Attachment A for a list of the current contractors). The current contracts are effective for a five-year term commencing on July 1, 2011 and ending on June 30, 2016.

While the Linkages Program is funded with disabled parking funds, it is not subject to State and/or Federal requirements. However, in order for CSS to administer/operate its Linkages Program based on the OCA Linkages Program, the California Department of Aging, which oversees the OCA Linkages Program, requires that CSS' Linkages Program shall adhere to the OCA requirements. As such, CSS' Linkages Program contracts include both standard County terms and conditions in addition to State and Federal terms and conditions that are required for CSS to administer/operate the Linkages Program. Further, the Linkages Program contracts are not subject to the requirements for Proposition A in which living wage laws would be applicable. County Counsel approval, as to form, was obtained prior to execution of the contracts and any amendments thereto.

CONTRACTING PROCESS:

The current Linkages Program contracts were awarded as a result of a competitive Request for Proposal procurement process which was conducted in accordance with State and County procurement standards. Your Board approved these contract awards during its meeting on June 21, 2011. These contracts commenced on July 1, 2011 and are due to expire on June 30, 2016. Upon your Board's approval, CSS will amend these current contracts with the five (5) existing contractors to extend the Linkages Program contract term for one (1) year effective July 1, 2016 through June 30, 2017 and to provide funding in the estimated amount of \$725,000 to these contractors as noted in Attachment A in exchange for each contractor's provision of Linkages Program services. CSS will

complete the procurement for the Linkages Program in FY 2016-17 in order to award new contracts commencing on July 1, 2017.

Monitoring:

Administrative, programmatic and fiscal monitoring of the Linkages Program contractors will be conducted on an annual basis to ensure contractual compliance. Administrative and programmatic monitoring are completed by CSS' Contract Compliance Division. Fiscal monitoring is conducted bi-annually by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement.

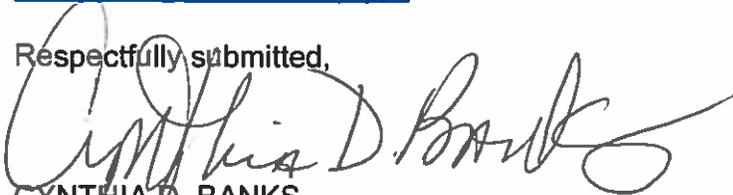
IMPACT ON CURRENT SERVICES:

Approval of the recommended actions will allow for the continued provision of Linkages Program Services throughout Los Angeles County and it will afford CSS the opportunity to successfully complete the procurement process in order to award five (5) new five-year contracts effective for the term of July 1, 2017 through June 30, 2022.

CONCLUSION

If you have questions, please contact Ms. Tsotso Odamtten at (213) 738-2663 or todamtten@css.lacounty.gov.

Respectfully submitted,



CYNTHIA D. BANKS
Director

CDB:OS:PG:
CD:SIR:TO

Attachment (1)

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Attachment A

**Area Agency on Aging Linkages Program
FY 2016-17 Estimated Funding Allocations**

Supervisory District	Contractor	Estimated Funding Amount
1	Human Services Association	\$145,000
2	Special Service for Groups, Inc.	\$145,000
3	Jewish Family Service of Los Angeles	\$145,000
4	SCAN Health Plan	\$145,000
5	YWCA of San Gabriel Valley	\$145,000
Total Funding		\$725,000